

HOW TO COMPLETE FIREARMS RESTRAINING ORDER FORMS

VERIFIED PETITION FOR FIREARMS RESTRAINING ORDER:

1. Pages 1-4 need to be filled out COMPLETELY.
2. Be sure to sign on Page 4.
3. YOU MUST HAVE COMPLETE ADDRESSES. If an address is unknown it cannot be served and it will not be active.
4. The PETITIONER is the person completing the petition (YOU).
5. The RESPONDENT is the person you are filing it against.
6. Complete Respondent Information.
7. Choose the appropriate Relationship Code (page 2).
8. Use the firearms handout to describe the firearms in the Respondent's possession (page 2).
9. Note the location of each firearm (page 2).
10. Describe how the Respondent poses an immediate & present danger of causing injury to him/her self or another (page 3).
11. Check box 1 and 2 on page 4.
12. If completing the petition without an attorney (pro se) note your name, address and personal information where it states **Attorney for Petitioner** (page 4).

EMERGENCY FIREARMS RESTRAINING ORDER:

1. Complete Petitioner and Respondent sections including Respondent Identifiers [box].
2. YOU MUST HAVE COMPLETE ADDRESSES.
3. **STOP** at "THE COURT FINDS:" (Double lines). The judge will complete this section.

SIX-MONTH FIREARMS RESTRAINING ORDER:

1. Complete Petitioner and Respondent sections including Respondent Identifiers [box].
2. YOU MUST HAVE COMPLETE ADDRESSES.
3. **STOP** at "THE COURT FINDS:" (Double lines). The judge will complete this section.

SUMMONS:

1. Complete Petitioner and Respondent Information on **top left**.
2. If completing the petition without an attorney (pro se) note your name, address and personal information where it states **Petitioner's Attorney or Petitioner if not represented by an attorney.**
3. The judge will complete the remainder of the form.

IF YOU NEED ASSISTANCE, PLEASE ASK ANYONE IN THE CIRCUIT CLERK'S OFFICE CIVIL DIVISION

If you wish NOT to petition yourself, or are not eligible to petition you can still get a Firearms Restraining Order:

1. Collect your documented evidence of the "clear and present danger" of the respondent.
2. Connect with local law enforcement, and tell them that you'd like them to file for a FRO.
3. Provide them your evidence and other testimony laying out why you feel a FRO is necessary.